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WESTMORELAND COUNTY, VIRGINIA
Land Use Administration
MONTROSS, VIRGINIA 22520



Building Official
Zoning Official
Planning Commission
Board of Zoning Appeals
Board of Building Appeals
Wetlands Board

This guidance is intended to assist the public to vacate or alter a recorded plat. In particular, the process described below would be used to merge two or more existing lots into a single new lot, to merge three existing lots into two new lots, or for other similar changes.

Definitions

A Plat of Combination is when two parcels are merged into one parcel.

A Plat of Combination and Lot Line Vacation is when more than two parcels are merged.

Steps

1. A licensed surveyor prepares 5 copies of a plat entitled "Plat of Combination" (2 parcels) or entitled "Plat of Combination and Lot Line Vacation" (more than 2 parcels).
2. Notarized signatures of all owners are placed upon 5 copies of the plat and on an affidavit for the Clerk of the Circuit Court. The affidavit is available in the Land Use office and several staff members are notaries, if needed.
3. A plat application on a form provided by the Land Use office must be completed and the application and 5 copies of the plat presented to the Land Use Office. The Land Use office charges an application fee of \$75 for a Plat of Combination. An additional fee of \$100 is charged for each additional lot line vacated or adjusted. For example: three lots combined into one lot would be $\$75 + \$100 = \$175$.
4. If the plat meets regulatory requirements, the plat is assigned an approval number and signed by the Subdivision Agent. A copy of the plat is retained in the Land Use office and a copy is forwarded to the Commissioner of the Revenue.
5. A copy of the signed plat and the affidavit are placed into the records of the Clerk of the Circuit Court by the property owner within six months from the date of approval. A fee is charged by the Clerk of the Circuit Court of \$21 per page for the affidavit and \$20 per page for the plat.

Note: This process does not apply when any road, easement, or utility right-of-way is modified or removed. All interested parties must express consent on the plat.